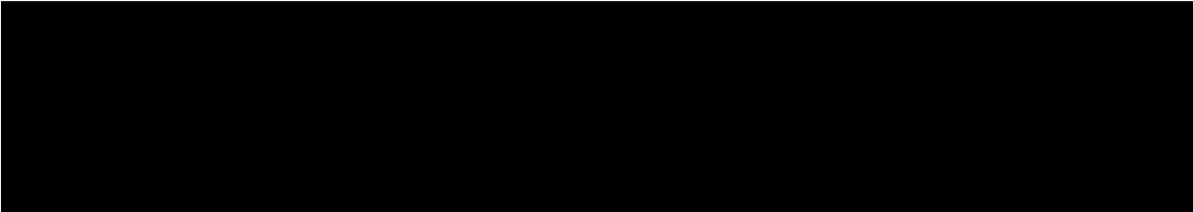


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PROCEDURES AND EMERGENCY RESPONSIBILITIES FOR  
FOREIGN TRAVEL UNDER AREA FAMILIARIZATION AND SURVEY PROGRAMS

1. PROCEDURES

- a. The operating official desiring approval for area familiarization or survey travel for an individual, will prepare and sign a memorandum to his Deputy Director, which will include:
- (1) Name, title, grade, and organizational component of the proposed traveler;
  - (2) A general statement of the purpose of the trip, stating the need for immediate first-hand information on given regions or areas;
  - (3) The interval of elapsed time since the individual's last trip, in the event he has made earlier such visits abroad;
  - (4) Estimates of the length of time proposed for the trip, as well as the cost thereof, together with a brief proposed itinerary, and an estimate of any possible security risks involved, including a statement as to whether or not the individual has any form of special intelligence clearance requiring other than routine clearance to travel;
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- (7) A statement to the effect that the traveler either is a member of the Career Staff, or intends to remain in the Agency following completion of his trip.
- b. The operating official will prepare a comprehensive semi-annual estimate of proposed area familiarization and survey foreign travel for his activity, and forward this to his Deputy Director for approval.
- c. The Deputy Directors will then provide the Deputy Director of Central Intelligence with brief drafts of their proposed semi-annual foreign travel programs for consideration and approval on or about 1 June and 1 December for the periods beginning on 1 July and 1 January of each year.

- 1 -

Attachment

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## 2. RESPONSIBILITIES

Because the proper performance of this type of travel is necessary to the conduct of the Agency's mission, it is necessary to establish the particular responsibilities inherent in its use. These are:

### a. Supervisors:

The supervisor who recommends an individual for an area familiarization or survey trip is responsible for ensuring that:

- (1) Personnel under his supervision who need to become acquainted with certain areas or overseas facilities are provided an opportunity commensurate with budget and operational requirements, to make such trips.
- (2) Personnel nominated for such trips are professionally competent and will be in a position to benefit from the proposed travel in terms of the position they will fill on their return.
- (3) Travelers are carefully briefed on the area or areas to which they are going with particular attention to the cover being employed there.
- (4) Trips are thoroughly coordinated with the appropriate Area Division or Divisions of the Office of the Deputy Director (Plans) and, when indicated, with the appropriate Staff or Office of the Deputy Director (Support) organization. Unless specifically authorized by headquarters, or in the event of emergencies, travelers will not contact field personnel at any time or for any purpose when on area familiarization trips. This prohibition does not apply to survey trips for the purpose of inspecting intelligence facilities or making contact with United States intelligence officials abroad.
- (5) Positive corrective action is taken upon conclusive evidence of the abuse of the purposes for which area familiarization or survey trips are authorized.

### b. Travelers:

Personnel performing travel authorized pursuant to this memorandum are responsible for ensuring that:

- (1) They prepare themselves, through briefings and background readings, so that maximum benefit is obtained from the trip;

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- (2) The primary mission of the trip is kept in mind at all times and every effort is exerted to obtain the maximum benefit therefrom;
- (3) The services of field personnel are utilized only as absolutely necessary, or as previously authorized, in order to cause the least possible disruption of normal field activities; and
- (4) They conduct themselves at all times in accordance with the highest moral principles and in conformity with the best professional standards, in order to reflect credit upon them-

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3. The Chiefs of Area Divisions, Office of the Deputy Director (Plans),  
having jurisdiction over the areas to which the traveler is planning  
to go are responsible for ensuring that:

- (1) Authorization to contact field personnel is given when and if actually required, and that internal coordination, when required, is effected in the Office of the Deputy Director (Plans) and in the appropriate Office or Staff of the Deputy Director (Support) organization.
- (2) The proposed itinerary for the traveler is feasible from an operational point of view; and
- (3) Field stations are properly notified in timely fashion of the presence of Agency personnel in their respective areas on familiarization trips and whether or not any contact is to be made between the parties concerned.

d. Overseas field personnel are responsible for ensuring that:

- (1) Authorized guidance, assistance, and support are given to such travelers to the fullest extent possible, but with the understanding that such guidance, assistance, and support are secondary to their assigned missions;
- (2) The policy regarding area familiarization and survey programs outlined [REDACTED] is known and appropriately employed in explaining area familiarization trips to associated personnel of other agencies or organizations; and
- (3) Flagrant abuse of the travel mission, or the violation of established cover principles, is promptly reported to headquarters so that appropriate corrective action can be immediately taken.

-3-

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